



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460
Off-Site Conference Room Rental Requisition

Requisition Date: _____

Requested by: _____ Office: _____

Contact: _____ Phone Number: _____

Suggested Vendor: _____

Address: _____

Contact: _____ Phone Number: _____

Conference Details

Purpose:

Number of Attendees: Federal: Non-Federal:

Date and Time:

Special Requirements:	Quantity	Unit Cost	Price
Microphone			
Audio Visual Equipment			
Room Setup Costs (Provide details)			
Conference Planning Contracts (Provide details)			
Facilitation and Note Taking Contracts (Provide details)			
Other (Provide details)			
Total			

The Office Director certifies that no EPA or other government space is available

Recommendor Approval: _____ Date: _____

Office Director Approval: _____ Date: _____

This form must be submitted with your procurement package for space rental. This form must be maintained as part of the official contract, order, or purchase card file. A copy of this signed form must be sent to OCFO/OFM (2733R) for periodic analysis and reporting.